~~SECRET~~
~~Security Information~~

JOB DESCRIPTIONS

MSA/[redacted] 25X1A

Position 28-85 Supply Clerk-Steno GS/2001/5

No job description available for this position.

~~SECRET~~
~~Security Information~~

COMPUTATION USED TO DETERMINE MANHOURS EXPENDED BY THE SEA[redacted] PER AVERAGE MONTH

25X1A

DETAIL — **MANHOURS**

1. **T/O Authorizations** 5

   Vacancies (SE-35) 1
   Net on Board 4

   4 Persons x 8 hours x 21 days per month — 672

2. **Over-time:** It has been stated that overtime will average as follows, per month:

Position SE-31 Chief	8 hours
Position SE-32 Supply Officer	16 hours
Position SE-33 Supply Officer	16 hours
Position SE-34 Admin. Asst.	16 hours

   56

3. **Outside Help:** A Sgt. assigned to the [redacted] but physically located in the [redacted], spends 3/4 of his time a[redacted]uties **plus** the time of transient personnel who spent time in the Section - estimated to equal the work equivalent of one full time person.

   25X1A 25X1A2d1
   25X1A

   168

4. ESTIMATED TOTAL MANHOURS AVAILABLE TO PERFORM SECTION DUTIES

   896

5. **Loss** time of [redacted] personnel spent away from [redacted]:

   25X1A
   25X1A

   TDY:
   Averaged to arrive at a 'per month' figure based on calculation of TDY performed or planned during the last half of 1953:

1 Man	6 weeks TDY
1 Man	12 weeks TDY - est.
Total	18 weeks

This TDY is 13 weeks out of the 26 weeks in the six month period and equals approximately one man out of the Section 3/4ths of each month or 3/4ths of 160 hours at 120 manhours per average month.

120

Conferences and Meetings:
Conferences are estimated to require 20 hours per week (80 hours per month) of the time of GS-12 grade personnel

80

200

6. Average manhours spent in performing [redacted] duties 25X1A

696

7. Administrative-general service-housekeeping type of duties performed in the [redacted] are estimated to require the following percentage of the time of the individuals named: 25X1A

[redacted]	GS-12	20%
[redacted]	GS-12	20%
[redacted]	GS- 7	20%
[redacted]	GS- 9	35%
[redacted]		15%

25X1A9a

Total time expended 110%

Converted to manhours 110% equals

185

8. Manhours spent on purely logistical matters

511

9. Converted to persons, this represents roughly three people required to perform the logistical responsibilities of the [redacted] and would indicate that the T/O should carry three positions authorizations. 25X1A